

LOS ANGELES REGIONAL FOODBANK JOB AD

POSITION: Policy & Research Manager
SUPERVISOR: Programs Director
STATUS: Exempt

LOS ANGELES REGIONAL



Fighting Hunger. Giving Hope.

Company:

The Mission of the Food Bank is to mobilize resources to fight hunger in our community. It provides food to more than 300,000 clients on a monthly basis and, in 2016, distributed 67 million pounds of food, the equivalent of 55 million meals. Los Angeles Regional Food Bank employees are hired based not just on their skills, but also their commitment to our mission. This means that each of us, working together, will do all that we can to fulfill our vision that no one goes hungry in Los Angeles. Our core values include: Respect, Stewardship & Accountability, Collaboration, Urgency, Service, Integrity, and Diversity. Our organization is committed to maintaining a positive and engaging workplace for all its employees.

Essential Functions

This position works closely with the Programs Director to implement the policy and advocacy priorities of the Los Angeles Regional Food Bank at the local, state and federal level and will be responsible for building relationships with elected officials and/or their staff. The Policy and Research Manager will also coordinate research and analysis of local and national hunger and hunger related issues and perform research and analysis that links the Food Bank's agency network and programs to the clients served with policy and government relations projects. This position calls for an energetic, analytical individual who can maintain in-depth knowledge of the issues pertinent to the Food Bank's organizational mission including hunger, emergency food, government nutrition programs, nutrition, anti-poverty initiatives and related issues.

The Policy & Research Manager will execute his/her supervisory responsibilities within the framework of the organization's policies and procedures as well as applicable laws. Responsibilities include implementing the Food Bank's public policy agenda at the local, state and federal level, building relationships with elected officials and/or their key staff, research and analysis of local and national hunger related issues, compiling district data, creating handouts for legislative visits, internal and external contacts, as well as providing research, analysis and information for Food Bank related projects. The Policy & Research Manager will also supervise data collection for the Hunger Survey and supervise survey team, prepare agencies and clients for events such as government meetings and hearings and coordinate the collection of antidotal stories for Food Bank hunger reports

Qualifications:

- Superior verbal and written communication skills, exhibit good judgement and make decisions in a timely manner
- Strong presentation skills including networking and public speaking,
- Superb organizational skills and detail oriented, strong planning skills
- Conduct qualitative and quantitative analysis

- Must be able to manage multiple projects and be able to set priorities, often with competing deadlines
- Sound interpersonal skills with demonstrated ability to listen and evaluate opinions, suggestions and recommendations of others
- Good knowledge of Microsoft Office and Navision or similar ERP; proficient use of Powerpoint or similar technology such as Tableau
- Strong self-motivation and the ability to work collaboratively as a team member
- Bachelor's Degree in Public Administration, Public Policy, Nonprofit Management or related area
- Passion for the advancement of the organization's mission
- Commitment to the values of the organization: respect, stewardship & accountability, collaboration, urgency, service, integrity and diversity
- Insured vehicle with valid California driver license.

Benefits:

We offer a competitive benefits package:

- Medical, dental, vision, flexible spending accounts.
- Employer paid Life Insurance and Long Term Disability
- 403(b) retirement savings plan
- Employee Assistance Program
- Vacation: 2 Weeks for the first 3 years.
- Sick Time: 10 days per year

If interested in this position, please apply directly at <https://www.lafoodbank.org/jobs/> with résumé. As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

The Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer".